



**GUAM PUBLIC LIBRARY SYSTEM**  
***Sisteman Laibirihan Pubbleko Guåhan***  
**Government of Guam**



**Emergency Standard Operating Procedures**

**A. Fire Emergency Procedures**

1. In the event of a fire, the person who detects the fire will:

- A. Alert all personnel in the vicinity of the fire by shouting, **“Fire, fire, fire!” in (location)**, and ask for assistance to call the fire department and to pass the word throughout the building.
- B. Activate the nearest fire bell.
- C. Notify the following personnel:

Director/Deputy Director, the Circulation Desk, Reference Desk and Administrative Support Staff.

2. Assigned personnel will take the following actions:

**Fire Location: 1<sup>st</sup> floor**

- 1. Report the fire by calling 911. Specify public library building, type of fire and proceed outside the building by the open area. Direct fire personnel to the scene of the fire.
- 2. Turn off the main distribution panel.
- 3. If it is safe, attempt to extinguish the fire using the appropriate fire equipment pending arrival of the fire department personnel.
- 4. Direct patrons and unassigned personnel in the immediate vicinity of the fire to vacate the building.

**Fire Location: 2<sup>nd</sup> floor to 3<sup>rd</sup> floor**

1. Report the fire by calling (911). Specify public library building, type of fire and proceed outside the building by the stairway (**do not use the elevator**) in the event of a fire. Director fire department personnel to the scene of the fire.
2. Turn off the main distribution panel.
3. If it is safe, attempt to extinguish the fire using the appropriate fire equipment pending arrival of the fire department personnel.
4. If time permits, close all doors and windows in the immediate area to confine the fire and to prevent drafts.

## **B. Typhoon Emergency Procedures**

1. When the Director/Deputy Director receives notice from Office Civil Defense / Governor's Office of a typhoon condition, the Director or Deputy Director shall alert the immediate supervisors of the impending typhoon.
2. When Condition of Readiness #3 is set by the Office of Civil Defense, the Director or Deputy Director shall notify all supervisors and the following procedures must be taken:
  - A. Immediate supervisors shall notify all library employees.
  - B. Branch library employees shall secure all trash containers and loose debris and store them inside the building.
  - C. Building custodians will:
    1. Secure all trash containers and loose debris outside the building and store them inside the garage and tie them down with rope.
    2. Gas all official vehicles to full tank;
    3. Park government vehicles inside garage and designated parking outside garage facing garage entrance.
  - D. All supervisors must report to the Director or Acting Director upon completion of all the above.
3. When Condition of Readiness #2 is set:
  - A. All employees will secure their equipment by covering them with plastic and taping them down.
  - B. All employees will wait for further instructions from the Director or Deputy Director before being released.

### **C. Loss of Power Emergency Procedure**

During regular working hours, a library employee should call Guam Power Authority to inquire on the power outage. If power remains off for more than one (1) hour, the Director may close the library for service until power is restored.

If the outage occurs during evening or weekend hours, the leader should inform the director.

If a decision is made to close service, a library employee should be send around to notify patrons that the library is closing.

Patrons in the 2<sup>nd</sup> floor must be guided by a flashlight or emergency light when ascending stairway.

Library employees should turn off all electrical devises.

### **D. Loss of Water Emergency Procedure**

Interruption in water service for an extended period poses a threat to health and hygiene, as the restrooms cannot be used.

Should water service continue for a lengthy period, the director may close the library for service until such time water service is fully restored.

Notice should be posted that due to water outage, patrons must refrain from using drinking fountain and restrooms.

### **E. Bomb Threat Emergency Procedure**

Notification of a bomb threat must be made immediately to the Director. A designated employee must call 911 for emergency assistance. While this is being done, a decision should be made on evacuating patrons and library personnel. An announcement to evacuate should be made as quick as possible without causing panic amongst all. The library must be cleared in time for a bomb squad to search the building.

Bomb squad personnel must provide the “all clear” signal before anyone returns to the building.